

Steps to become eligible and receive Navy Tuition Assistance **(Steps should be done in below Order)**

Eligibility Steps

1. Notify your command of your interest to begin off-duty voluntary education

Make sure you meet the requirements for Command Approval (will be verified by CMD)

1. Has sailor served one-year on-board in their FIRST permanent duty station (PDS) or if not does the command waive this requirement per requirements listed in NAVADMIN 190/14?
 2. Will serve on active duty through the last day of the course.
 3. Passed the most recent Physical Fitness Assessment (PFA) or received a waiver.
 4. Taken and passed their most recent advancement exam, if applicable, and are recommended for advance or promotion.
 5. Have not received a NJP within 6 months or are not pending administrative separation.
 6. Not under instruction in initial skills training or in a duty under instruction (DUINS) training status.
2. Complete current [WebTA policy and procedures training](#) (within last 2 years) and must be uploaded into member record by Navy College (link under TA Information Tab).
 3. Receive Academic counseling by either a VEC or NCO Counselor ([VEC Contact](#) or [NCO Lookup](#))
 4. Select your school and program of study
 5. Receive a Degree plan or Education plan and have it uploaded to your member file AND approved by a Navy College Counselor (Can be approved by either the VEC or the NCO)

By completing all of the above, you are now able to submit an application for Tuition Assistance funding! Now you may follow the below steps.

WebTA Submission/Processing Steps

6. Enroll in your courses, selected from your degree or Education plan.
7. (Same time as step 6) Submit your [WebTA application](#) approximately 30 days prior to the school term start date **Late TA will not be approved. (Command approval is part of application process; some commands may require command approval prior to application submission).
8. Verify your application has been funded by Navy College (Check [MyEducation](#) for status)
9. Print your TA voucher, turn into your school accounting office by the 1st day of class
10. Report any unused, canceled TA voucher(s) to your supporting Navy College Office or VEC.
11. Approximately 15 days following your term end date, check [MyEducation](#) to make sure grades are posted by your school. It is your responsibility to follow-up as needed.

Note: If you have any questions or issues along the way contact your [Navy College Office](#) or the [VEC](#) for assistance.